



CITY OF ATLANTA

Kasim Reed
Mayor

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ATLANTA, GA 30303
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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

September 4, 2014

ATTENTION INTERESTED RESPONDENT:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a Proposal for **Project Number: FC-7500, Hair Salon/Barbershop Services**. This solicitation will require the successful Respondent to provide, operate, maintain and manage a Hair Salon/Barbershop Service at Hartsfield-Jackson Atlanta International Airport, totaling approximately 1,349 square feet.

A **Pre-Proposal Conference** will be held on **Tuesday, September 18, 2014, at 2:00 P.M., at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337**. The purpose of the Pre-Proposal Conference is to provide Respondents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management, Office of Contract Compliance, and the Ethics Office available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Proposal Conference is strongly encouraged.

The last date to submit questions will be **Friday, September 22, 2014, at 5:00 P.M.** Questions may be sent to **Jaamal Jennings, Esq., Contracting Officer**, via email at jmjennings@atlantaga.gov, or facsimile at 404-658-7705. Questions will be responded to in the form of an addendum.

Your response to this Request for Proposals ("RFP") must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, City Hall, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Wednesday, October 1, 2014**. Any proposals received after this time will not be considered and will be rejected and returned.

Proposals will be publicly opened and read at 2:00 P.M. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, City Hall, Atlanta, GA 30303.

Request for Proposal

Project Number: FC-7500, Hair Salon/Barbershop Services

September 4, 2014

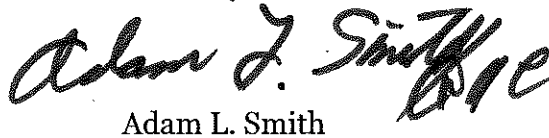
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If you have any questions regarding this project, please contact **Jaamal Jennings, Esq., Contracting Officer**, at 404-865-8565, or by email at jmjennings@atlantaga.gov. Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to Jessica Boston, Administrative Assistant Senior, at 404-330-6903, or by e-mail at jaboston@atlantaga.gov.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all bids when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam L. Smith". The signature is fluid and cursive, with the first name "Adam" and last name "Smith" being clearly legible, and "L." in the middle.

Adam L. Smith

ALS:jmj